

Learning Management System (LMS)

Create a Session for an Existing Course

July 18, 2013

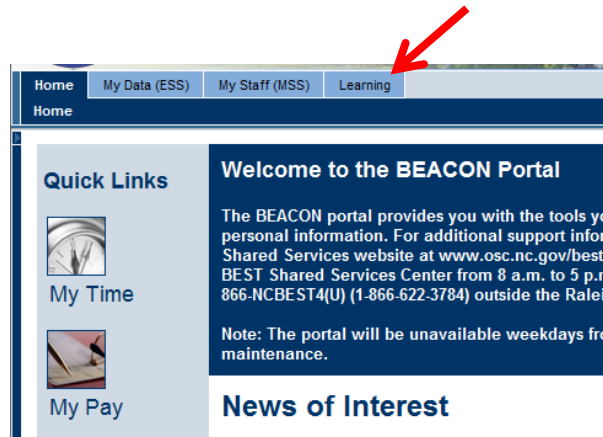
A session can be created for a course that already exists in the LMS. Complete the following steps to add a session to an existing course.

1. Log onto BEACON



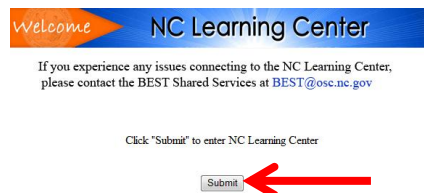
The image shows the BEACON Portal login page. At the top is a banner with the North Carolina State seal and a landscape. Below the banner is a login form titled "Welcome State of North Carolina Employees". The form has two input fields: "NCID" and "Password", followed by a "Log on" button. To the right of the form is a map of North Carolina. Below the form, there is contact information for human resources, payroll, or BEACON system assistance, and for NCID assistance. At the bottom, there are links for "Customer Service", "System Status", "Privacy and Security", and "Legal".

2. Click on the "Learning" tab



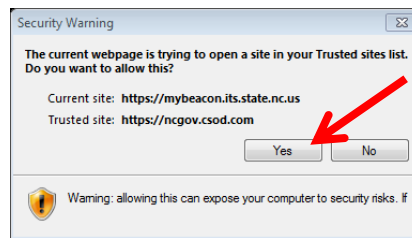
The image shows the BEACON Portal navigation bar with tabs for "Home", "My Data (ESS)", "My Staff (MSS)", and "Learning". A red arrow points to the "Learning" tab. Below the navigation bar, there is a "Quick Links" section with icons for "My Time" and "My Pay". To the right, there is a "Welcome to the BEACON Portal" message and a "News of Interest" section.

3. Click on "Submit"



The image shows the NC Learning Center submission page. It has a header with "Welcome" and "NC Learning Center". Below the header, there is a message about connecting issues and a link to contact the BEST Shared Services. At the bottom, there is a "Submit" button with a red arrow pointing to it.

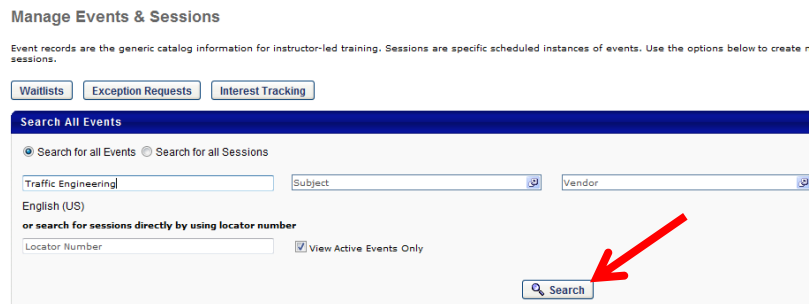
4. Click on “Yes”



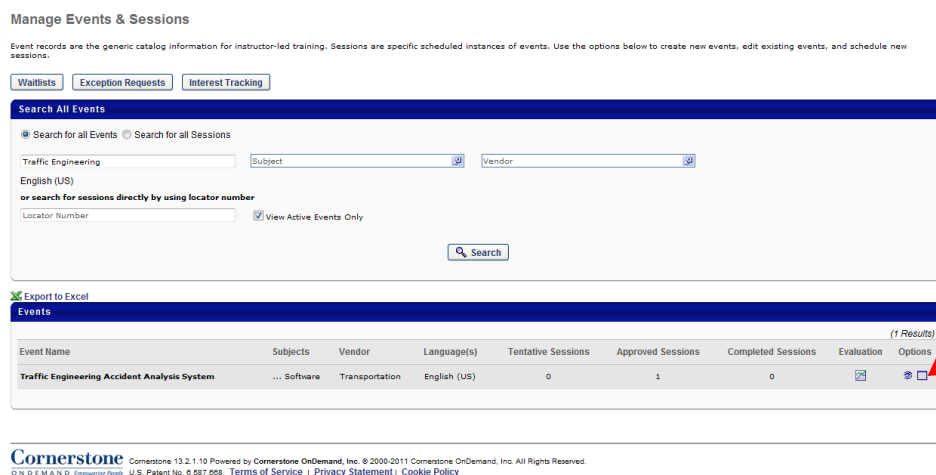
5. Click on “Manage Events & Sessions” under the “ILT Admin” tab



6. Search for the course that you want to add one or more sessions to.



7. Click on “View Sessions” for the course you are adding session(s) to.



8. Click on “Create New Session”

Traffic Engineering Accident Analysis System

Search

☒ Tentative ☒ Approved ☐ Completed ☐ Cancelled

Session ID: Locator Number: Start Date: to

Location: Instructor:

[Create New Session](#)

Sessions (1 Results)

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Wednesday	8/7/2013	8/8/2013		5970	Garner, Training Site	0 of 17		Approved	

9. Enter the “Start Date” (either type it in or select it from the calendar drop down)

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

Session

- Schedule Wizard
- Parts Schedule
- Details
- Availability
- Summary

Schedule Wizard

Use the schedule wizard to create multiple sessions at once. The:

Occurs: ☒ Once ☐ Daily ☐ Weekly ☐ Monthly

Duration:

Start Date: 9/4/2013

September, 2013

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today: July 18, 2013

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10. Click on “Next”

11. Click on the “Location” search button

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Session

- Schedule Wizard
- Parts Schedule
- Details
- Availability
- Summary

Edit Part

Name:

Description:

Location:

DATE AND TIME

Start Date: 9/4/2013 End: 9/4/2013

12. Search for the location and click the “Add” button



Select Facility

Search

Name: ID: Owner:

> View Hierarchy

Search Results

ADD	TITLE	ID	OWNER
	Division 13 Office, Conference Room	Training Room Division 13	
	Division 13, District 1 Office, Conference Room	Conference Room Division 13	

13. Click on the “Done” button

Select - Step 2 of 2

Facility Details

Facility Division 13 Office, Conference Room

Confirmation Required: ☐ Require the location to be confirmed before the session is approved*

Notes:

(*If the "Confirmation Required" checkbox is not checked, the session will be approved even if the facility is not available)

14. Enter the “Start Time” and “End” time

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

Session

Schedule Wizard

Parts Schedule

Details

Availability

Summary

Edit Part

Name:

Description:

Location:

DATE AND TIME

Start Date: End:

Start Time: End: Time Zone:

15. If the session only occurs on one day, then skip to step 19. Otherwise, continue to step 16 because multiple day sessions are created in parts (each day being one part).

16. Click on “Save & Add New Part”

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

Session
Schedule Wizard
Parts Schedule
Details
Availability
Summary

Edit Part
Name: 1
Description:
Location: Division 13 Office, Conference Rm
DATE AND TIME
Start Date: 9/4/2013 End: 9/4/2013
Start Time: 8:30 AM End: 4:00 PM Time Zone
PART BREAK
Part Duration - Break(s) = Training Hours
PART OCCURRENCE
Occurs
☒ Once
☐ Daily
☐ Weekly
☐ Monthly
Duration
Start Date: 9/4/2013
Save Part Save & Add New Part Cancel

17. Adjust the date and times, if necessary.

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

Session
Schedule Wizard
Parts Schedule
Details
Availability
Summary

Edit Part
Name: 2
Description:
Location: Division 13 Office, Conference Rm
DATE AND TIME
Start Date: 9/5/2013 End: 9/5/2013
Start Time: 8:30 AM End: 4:00 PM Time Zone

18. Repeat steps 16 and 17 if additional days (parts) are required for the same session. Otherwise, continue to step 19.

19. Click on “Save Part”

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson

Session
Schedule Wizard
Parts Schedule
Details
Availability
Summary

Edit Part
Name:
Description:
Location:
DATE AND TIME
Start Date: End:
Start Time: End:
PART BREAK
Part Duration - Break(s) = Training Hours
PART OCCURRENCE
Occurs
☒ Once
☐ Daily
☐ Weekly
☐ Monthly
Duration
Start Date:

20. Click on the “Save” button

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

Sessions may be composed of an unlimited number of separate parts or schedules. When a user registers for this session, they will be automatically enrolled in each part schedule information for each part separately by clicking "Add Part" and entering the information on the new line. To check for location, equipment, or facility conflicts between click "Check for Conflicts."

Session
Schedule Wizard
Parts Schedule
Details
Availability
Summary

Parts Schedule

Status	Day	Part Name	Starts	Ends	Training Hours	Location
<input type="radio"/>	Wednesday	1	9/4/2013 8:30 AM EST	9/4/2013 4:00 PM EST	7 Hour(s) 30 Minute(s)	Asheville
<input type="radio"/>	Thursday	2	9/5/2013 8:30 AM EST	9/5/2013 4:00 PM EST	7 Hour(s) 30 Minute(s)	Asheville

21. Click on the “Edit Session” button

Traffic Engineering Accident Analysis System

Search
☒ Tentative ☒ Approved ☐ Completed ☐ Cancelled
Session ID: Locator Number: Start Date: to
Location: Instructor:

Sessions
(2 Results)

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Wednesday	9/4/2013	9/5/2013		5971	Asheville	0 of 75	<input type="button" value="Print"/>	Approved	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Wednesday	8/7/2013	8/8/2013		5970	Garner, Training Site	0 of 17	<input type="button" value="Print"/>	Approved	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

22. Click on “Details” in the “Session” box

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

Sessions may be composed of an unlimited number of separate parts or schedules. When a user registers for this session, they will be automatically enrolled in each part schedule information for each part separately by clicking “Add Part” and entering the information on the new line. To check for location, equipment, or facility conflicts between click “Check for Conflicts.”

The screenshot shows the 'Session' management interface. On the left, a sidebar contains links for 'Parts Schedule', 'Details', 'Availability', and 'Summary'. A red arrow points to the 'Details' link. The main area displays the 'Parts Schedule' table with columns for Status, Day, Part Name, Starts, Ends, Training Hours, and Location. The table lists two parts: Part 1 on Wednesday, 9/4/2013, and Part 2 on Thursday, 9/5/2013. Below the table are 'Save', 'Cancel', and 'Next »' buttons. At the bottom, there is a 'Modification History' section.

Status	Day	Part Name	Starts	Ends	Training Hours	Location
●	Wednesday	1	9/4/2013 8:30 AM EST	9/4/2013 4:00 PM EST	7 Hour(s) 30 Minute(s)	Asheville
●	Thursday	2	9/5/2013 8:30 AM EST	9/5/2013 4:00 PM EST	7 Hour(s) 30 Minute(s)	Asheville

23. Adjust the “Attendance” field to indicate the number of parts (days) required for successful completion of the session (i.e. 1 of 1, 2 of 2, 3 of 3, etc.)

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The screenshot shows the 'Session Details' form. The left sidebar has links for 'Parts Schedule', 'Details', 'Availability', and 'Summary'. The main form contains fields for Session ID, Credits, Professional Development, Department Goal Supported, and Training Contact. Below these is the 'REGISTRATION' section, which includes the 'Attendance' field (set to 2), 'Registration Deadline', 'Minimum Registration', and 'Maximum Registration'. A red arrow points to the 'Attendance' field, which is labeled '2 of 2 parts must be marked as attend'. The 'ENROLLMENT' section is also visible at the bottom.

24. Adjust the “Maximum Registration” field to indicate the maximum number of seats available

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The screenshot shows the 'Session Details' form, similar to the previous one. The 'REGISTRATION' section is highlighted, showing the 'Attendance' field (0 of 2 parts must be marked as attend), 'Registration Deadline', 'Minimum Registration' (0), and 'Maximum Registration' (75). A red arrow points to the 'Maximum Registration' field. The 'ENROLLMENT' section is also visible at the bottom.

25. Click the “Save” button

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

Session

Parts Schedule

Details

Availability

Summary

Save

Cancel

Details

Session ID:

Credits:

Professional Development:

Department Goal Supported: Make our transportation network safer.

Training Contact: Jacqueline Johnson JACKIEJOHNSON@M
(Tel) 919-773-2782
(Fax) 919-771-2745

REGISTRATION

Attendance: of 2 parts must be marked as atten

Registration Deadline: Day(s) Before first p

Before: (Session Start Date and Time – Tim

After: (Session Start Date and Time + Timi

Minimum Registration:

Maximum Registration: